

Faculty of Humanities and Social Sciences Planning and Research Committee
Thursday, January 16, 2020 Minutes

In attendance: Chair: Dr. J. Lokash, Dr. K. Abadie, Dr. S. Rajiva, Dr. L. Roman, Dr. S. Roseman (ex officio), Ms. H. O'Brien, S. Kennedy (GSU), C. Burke (Recording secretary)

- 1) Agenda Approved. Moved by L. Roman, seconded by K. Abadie. Carried.
- 2) Minutes from November 21, 2019 meeting was approved. Moved by S. Kennedy, seconded by S. Rajiva. Carried.
- 3) Henrietta Harvey and George Story Distinguished Lectureship competitions:
S. Roseman provided context on the lectureships. In 2018, the Committee suggested changing removing "senior" from "...lecturers are senior academics..." in both advertisements. However, given time constraints for this year, the Committee decided to pursue making the change for next year's competitions.
Action: S. Roseman will speak with the Dean about switching the dates of the lectures to have the George Story in February and the Henrietta Harvey in November. This is because the George Story endowment amount is not available until after the end of fiscal year (possibly May) which gives little time to send out a call for nominations.
Action: Once S. Roseman speaks to the Dean, if this is approved, C. Burke will circulate the draft advertisement for the Henrietta Harvey lectureship to the Committee for their approval.
- 4) Other Business:
Equity survey: The goal of the survey is to develop suggested practices/principles surrounding equity with respect to academic service in HSS. Once the Committee has created a draft of the survey, it will go to the Institutional Survey Oversight Committee (ISOC) for vetting.
Action: There will be a two-hour Planning and Research Committee meeting on February 6th at 9:30 a.m. in A5014 to brainstorm possible questions for the survey.

Next regularly scheduled meeting is Thursday, February 19th, 2020 in A5014.
- 5) Adjourned at 10:25 a.m.

Faculty of Humanities and Social Sciences Planning and Research Committee
Thursday, February 20, 2020 Minutes

In attendance: Chair: Dr. J. Lokash, Dr. K. Abadie, Dr. L. Roman, Dr. S. Roseman (ex officio), Ms. H. O'Brien, C. Burke (Recording secretary)

- 1) Agenda Approved. Moved by K. Abadie, seconded by L. Roman. Carried.
- 2) Minutes from January 16, 2020 meeting was approved. Moved by L. Roman, seconded by K. Abadie. Carried.
- 3) George Story and Henrietta Harvey Distinguished Lecturers Series 2020-21:
S. Roseman spoke with the Dean about switching the dates of the lectures to have the George Story in February and the Henrietta Harvey in November. This is because the George Story endowment amount is not available until after the end of fiscal year (possibly May) which gives little time to send out a call for nominations. The Dean approved changing the time of the lectureships.
Action: S. Roseman to circulate call for the Henrietta Harvey Lectureship the week of February 24th with a deadline of April 30th.
- 4) Discussion of draft equity survey
J. Lokash noted that once the survey is complete she will determine how to submit it to the Institutional Survey Oversight Committee.
Discussion regarding the draft survey continued with additions of questions and the principles surrounding the survey (ie. Raising awareness of equity in the workplace).
- 5) Other Business:
The adjudication of the NSERC USRA 2020 competition will be at the committee meeting on March 19th.

Next regularly scheduled meeting is Thursday, March 19, 2020 in A5014.

- 6) Adjourned at 10:20 a.m.

Faculty of Humanities and Social Sciences Planning and Research Committee
Thursday, September 17, 2020, at 9:30 a.m., via WebEx.

A meeting of the Planning and Research Committee, Faculty of Humanities and Social Sciences, was held Thursday, September 17, 2020 at 9:30 a.m. via WebEx. Dr. J. Lokash occupied the Chair and the following members were in attendance:

Dr. Karine Abadie	Dr. Véronique Forbes
Dr. Tana Allen	Dr. Suma Rajiva
Dr. Alex Marland	Ms. Heather O'Brien

Regrets

Liam O'Neill (MUNSU)

1. Introductions

Introductions were completed by each member.

2. Election of Chair for 2020-2021

Dr. Jennifer Lokash will continue as chair of the Planning and Research Committee for 2020 – 2021.

3. Agenda

The agenda was approved as circulated. Moved by V. Forbes, seconded by S. Rajiva. Carried.

4. Review of the Committee Mandate

This committee has taken ownership of drafting a survey regarding HSS equity as it relates to the Strategic Framework for HSS. The committee also adjudicates the Henrietta Harvey and George Story Distinguished Lectureship competitions each year, however currently these on are hold for 2020. Once a date has been determined by the Dean's Office the Committee will be updated.

T. Allen noted that this committee could potentially be involved with planning Research Week activities as well as Research of the month projects.

An additional item of "Budgetary Update" will be added monthly to the agenda as A. Marland is a member of the University Planning and Budget Committee.

5. HSS Equity Survey Draft

J. Lokash noted that this committee has taken ownership of the equity portion of the HSS Strategic Framework. Last year, the Committee drafted the HSS Academic Equity survey and submitted it to the Institutional Survey Oversight Committee (ISOC). The ISOC provided recommendations for the survey. J. Lokash will incorporate those recommendations and circulate to committee members for comments and suggestions. This item will be added to the agenda for the next committee meeting. It was noted that the committee should consult with Faculty Relations and MUNFA to ensure that polices are adhered to.

6. Other Business

Next scheduled meeting is Thursday, October 15, 2020.

Adjourned at 10:30 a.m.

Faculty of Humanities and Social Sciences Planning and Research Committee
Thursday, October 15, 2020, at 9:30 a.m., via WebEx.

A meeting of the Planning and Research Committee, Faculty of Humanities and Social Sciences, was held Thursday, October 15, 2020 at 9:30 a.m. via WebEx. Dr. J. Lokash occupied the Chair and the following members were in attendance:

Dr. Karine Abadie	Liam O'Neill (MUNSU)
Dr. Tana Allen	Dr. Suma Rajiva
Dr. Alex Marland	Ms. Heather O'Brien

Regrets

Dr. Véronique Forbes

1. Agenda

The agenda was approved as circulated. Moved by A. Marland, seconded by K. Abadie. Carried.

2. HSS Equity Survey Draft

Comments and concerns were received by members regarding the qualitative versus the quantitative nature of the survey. T. Allen noted that she would consult with the Dean to confirm what the specific goal of the survey is and what type of information is to be collected from ASM's.

Suggestions to update the survey include to move the self-identification question to end of survey and remove definitions; and to remove quantitative questions. J. Lokash will update survey and send to members for review.

3. Henrietta Harvey and George Story Lectureship competition

It was noted that the Henrietta Harvey competition call was sent out, but was postponed due to Covid-19. Both lectureships will be sent out again with new dates for 2021. C. Burke will distribute both lectureships for review.

4. Budgetary Update by A. Marland

A. Marland noted that as the provincial budget has not been released there is no update.

5. Other Business

Next scheduled meeting is Thursday, November 19, 2020 at 9:30 a.m.

Adjourned at 10:30 a.m.

Faculty of Humanities and Social Sciences Planning and Research Committee
Thursday, November 19, 2020, at 9:30 a.m., via WebEx.

A meeting of the Planning and Research Committee, Faculty of Humanities and Social Sciences, was held Thursday, November 19, 2020 at 9:30 a.m. via WebEx. Dr. J. Lokash occupied the Chair and the following members were in attendance:

Dr. Karine Abadie	Liam O'Neill (MUNSU)
Dr. Tana Allen	Dr. Suma Rajiva
Dr. Alex Marland	Ms. Heather O'Brien

Regrets: Dr. Véronique Forbes

1. Agenda

The agenda was approved as circulated. Moved by A. Marland, seconded by K. Abadie. Carried.

2. Minutes from November 19, 2020 meeting was approved. Moved by A. Marland, seconded by K. Abadie.

3. HSS Equity Survey Draft

T. Allen confirmed with the Dean that the specific goal of the survey is the count of ASMs and the statistics to inform the final decision regarding equity in HSS. It was noted to include the following information:

- a question re: racialized identity
- question of chair vs. member of committee(s)
- the division of work: internal to HSS, internal to MUN, external
- question re: number of hours per week for committee work

It was noted to issue two surveys: One for the current year to collect data during the pandemic and another to issue in Fall 2021 (T. Allen will follow-up with Dean).

4. Henrietta Harvey and George Story Lectureship competition

Both lectureship calls were approved with the following changes:

- add "The budget to ensure it meets the Endowment Fund Terms of Reference." to the Adjudication process
- include the budget template to both lectureship calls
- add a note stating that these are "virtual visits"
- add the deadline of January 15
- add contact information for Charlene Burke

T. Allen will follow-up with Dean regarding the budget amount

5. Budgetary Update by A. Marland

A. Marland noted that the University Planning and Budget Committee are reviewing two items: the Terms of Reference for the committee and reviewing university budget with a focus on Indigenous strategies.

6. Other Business

Faculty Perspective on Office hours

It was noted that it seems that some professors aren't prepared during office hours to answer student questions. A remote learning obstacle for students are mental health issues. Professors offering office hours would help with the increased feelings of responsibilities for students. J. Lokash will speak with the Curriculum and Programs Committee Chair to add the item to their agenda.

Next scheduled meeting is Thursday, December 17, 2020 at 9:30 a.m.

Adjourned at 10:30 a.m.